

Retention and Classification Report

Agency: Wayne County School District (Utah) (1359)

79 North 100 West
P.O. Box 127
Bicknell, UT 84715
435-425-3813

Records Officer Coral Chappell

24457	Annual financial statements and audits
23210	Personnel files
24461	School board minutes
23725	Student attendance roll books

AGENCY: Wayne County School District (Utah)

SERIES: 24457

3

TITLE: Annual financial statements and audits

DATES: 1922-1988; 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are statistical reports on the financial affairs of the entire school district and their official audits. These reports usually include a statement on the value of all school district owned property, and an accounting of all income and expenditures in relationship to the final budget.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 5, Item 3.

AUTHORIZED: 10/08/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Wayne County School District (Utah)

SERIES: 24457

TITLE: Annual financial statements and audits

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Wayne County School District (Utah)

SERIES: 23210

3

TITLE: Personnel files

DATES: ca. 1960-

ARRANGEMENT: Alphabetical by employee name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the personnel files for all certified and classified district employees. They are used to document employment. The files include the employment applications, authorizations for hire forms, placement records, employee history card, copies of school transcripts, pay and leave history, work performance, in-service training completion certificates and credits, evaluation records, teaching certificates, previous teaching experience, contracts, lane change requests, and related correspondence. May also include fingerprints and verification of the criminal background check.

RETENTION:

Retain 65 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule 94, Item 1.

AUTHORIZED: 09/19/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after termination of employment then scan and microfilm and then destroy.

Microfilm master: Retain in Archives for 65 years and then destroy.

AGENCY: Wayne County School District (Utah)

SERIES: 23210

TITLE: Personnel files

(continued)

Microfilm duplicate: Retain in Office for 65 years and then destroy.

Digital image: Retain in Office for 65 years and then delete.

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301(1)(b)

AGENCY: Wayne County School District (Utah)

SERIES: 24461

3

TITLE: School board minutes

DATES: 1915-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 15, Item 2.

AUTHORIZED: 10/08/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

AGENCY: Wayne County School District (Utah)

SERIES: 24461

TITLE: School board minutes

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Wayne County School District (Utah)

SERIES: 23725

3

TITLE: Student attendance roll books

DATES: 1913-

ARRANGEMENT: Chronological, thereunder alphabetical by teacher's name

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

AUTHORIZED: 05/26/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed or until scanned and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Wayne County School District (Utah)

SERIES: 23725

TITLE: Student attendance roll books

(continued)

Digital image: Retain in Office permanently.

APPRAISAL:

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99